

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

Minutes

February 18, 2004

Building A; Conference Room B, Institute, WV

Attendance: Lee Dixon, Chair; Linda Maniak, Dennis Miller, Everett Sullivan, Scott Padon, Exec. Secretary; Brenda King, DRS;

Absent: Donna Lipscomb

Visitors: LuAnn Summers, DRS; Dave Eakles, Green Acres; Jon Floyd, Green Acres; Tim Morris, Pretera; Bret Preston, Division of Natural Resources; Jan Smith, Op Shop, Bob McCoy Randolph County Sheltered Workshop

Approval of Minutes: Everett Sullivan made a motion that the minutes from the January 21st meeting be approved. This was seconded by Dennis Miller. Motion was approved.

Financial Report Brenda King: Total budget amount remaining is \$2,549.69, with \$592 in travel and \$204 in hospitality.

Report of Chair Lee Dixon: Nothing to report at this time.

Report of Executive Secretary Scott Padon: Nothing to report at this time.

Report of WVARF Executive Director Steve King: Nothing to report at this time.

Contract Complaints Ken Kennedy (handout): There were three verbal complaints and one formal complaint regarding the delivery of bottled water by Green Acres. Ken also received a letter from Betty Francisco, Senior Buyer at the Department of Administration. In her letter she asks for a plan to permanently resolve the problems and complaints, including the status of the partnership offer by Pretera. Dave Eakles and Jon Floyd of Green Acres along with Tim Morris of Pretera and Craig Greening and Ken Kennedy of WVARF met with Betty Francisco and Karen Byrd of the Department of Administration to provide some clarification of the steps which are being taken to resolve the problem. Betty has agreed that April 1st should be the target date for an improvement plan to be in place.

Improvement Plan for Delivery of Bottled Water in the Charleston Area **Tim Morris, Prestera (Handout):** Tim rode on the truck and helped with delivering water to get a feel for the job and the problems they face in delivering water.

One big problem is the warehouse being over an hour away. 25th of the workday is spent traveling back and forth. The plan is for Green Acres to bring the water once a week, in bulk, to a distribution center in Charleston. Prestera would then take over the deliveries in the Charleston area. Right now the water plant is only at 60% capacity. If Prestera took over the Charleston deliveries, that would leave Green Acres free to concentrate on the Huntington area and would enable them to work their plant at 100% capacity.

It is the plan to make it very clear to the customer that there have been changes made to correct the problems. There are several steps listed in the handout to do this. They have heard in the past that it will be fixed and it hasn't been, so Prestera and Green Acres feel there is a need to make sure the customer is made aware that changes have been made.

Betty Francisco has stated that once this new system is in place and has been proven to work, she will send out a letter to those customers who asked to be removed from the contract be mandated to be placed back on the contract.

Green Acres realizes they are giving a lot of their business over to Prestera, but they are committed to fixing this problem and are willing to do this.

Everett Sullivan made a motion to approve the contract arrangement between Prestera and Green Acres. This was seconded by Dennis Miller. Motion was approved.

Non-reoccurring State Use Projects Report **Craig Greening (Handout):** This area continues to reduce in scope as anticipated.

New Projects; Stream Access Sites **DNR Statewide** **Craig Greening (Handout):** A letter was received from Bret Preston, Division of Natural Resources (DNR). DNR is seeking a statewide contract with WVARF for maintenance of more than 90 public boating and fishing access sites. A successful initial contract for maintenance services at 22 public boating and fishing sites was completed in 2003. There are approximately 97 sites throughout West Virginia that DNR has pinpointed as interest for grounds maintenance, i.e. trash pickup and weed eating.

There is some difficulty in trying to decide the fair market price because of the difference in size and how far it is to drive to some of the sites. Out of 97 sites, only 39 had bids on them.

Craig provided a thorough explanation of the costing for this project which can be found in the handout entitled DNR Sportsman Stream Access Sites.

Bret expressed his appreciation to Ken and Craig for all the work they have put into this project.

Craig indicated that assignments were made based on geographic location and amount of state use currently held. Hampshire County Special Services was not contacted because they have removed themselves from participating in the program. Steve King indicated he had a name and number.

Contract Presentations – Renewals – Craig Greening

(Handout): DOH District 7 Warehouse located in Weston and Work for West Virginia – Region 1 Beckley had no increases or deductions and remained the same as last year. Everett Sullivan made a motion to approve these contracts. This was seconded by Linda Maniak. Motion was approved.

Contract Updates and Previews – Craig Greening (Handout):

Jan Smith of the Op Shop asked to speak to the Committee concerning a problem her organization is having with their contract to do janitorial work at Fairmont State College.

A vendor has gone in through the Freedom of Information Act and has provided an unsolicited bid to Fairmont State College to do the cleaning at a lower cost than the Op Shop.

Craig Greening has done some research on the internet and found the Procedural Rules for higher education Policy Commission which was provided in the handouts. These procedural rules support our program.

The Op Shop has subcontracted to do this work for Fairmont State College for the past seven years. It started out with one small building and has increased over the years to six buildings. They have done different things over the years such as buying a new carpet cleaning system and go in and tidy up before the evening classes. The statement of work does not reflect all the extra things they have done to make sure the job is done well.

Jan spoke to Rick Portico and Monica Cochran, in the Financial Office of Fairmont State, they are considering this bid. At this time they may allow one building to go to this vendor at this lower cost and see how well they do with that. The people at Fairmont, who are physically located in the buildings they are cleaning, are very supportive of the Op Shop and want them to continue to doing the work. Jan feels that this other vendor could not provide the kind of service her company is providing at the amount of the bid they have placed.

Although they do have a contract with Fairmont State, it can be cancelled within 30 days by either party.

A motion was made by Linda Maniak that a letter of support from the Committee be sent to either the Financial Department or the Chancellor's Office. This was seconded by Dennis Miller. Motion was approved.

Once this issue is settled, we may want to look into janitorial services for other colleges.

WVARF Accounts Receivable – Chris Miller (Handout): In last month's meeting, it was decided that a letter needed to go out from the committee to IS&C, BEP and a rest area who had outstanding amounts.

IS&C paid what was owed before the letter even went out.

The Bureau of Employment Programs had about \$40,000 outstanding and they now only owe about \$13,000. Chris has spoken with Quetta Muzzle, the Commissioner at BEP. She was very polite and was concerned about taking care of this. He will check on the Internet to see if there is any movement on that. If not, he will contact Quetta again.

The rest area has \$19,000 outstanding. It has been put in the system, but is flagged pending auditor's approval. This is a pretty routine thing, but has been that way for about three weeks. There is not much that can be done on that except wait.

One other large amount \$13,000, is for imaging at Environmental Protection. Chris is not sure what the status is at this time, but will be checking on it. If he doesn't have a resolution for it by next month's meeting, he feels that a letter should go out to them also.

Annual Planning – Lee Dixon: This will be postponed until full committee is present.

New Procedural Rule Update – Donna Lipscomb: Donna is not present for the meeting. The comment period has been extended until March 8, 2004 at 9:00 a.m. There is a possibility of a special meeting to deal with these comments. Lee Dixon will communicate with Donna after the closing of the comment period and a decision will be made at that time.

Ratio Report – Craig Greening (Handout): Several people had not submitted report, so reminder letters were sent out. DHHR in Clay and the Servia Rest Area still have not submitted a report. He has not received a report from Green Acres for this quarter.

Adjournment – Lee Dixon: Linda Maniak made a motion to adjourn. This was seconded by Everett Sullivan. Motion approved.

Respectfully submitted by:
Beverly Shamblin
Secretary I
WVDRS